

DAYTONA STATE COLLEGE

RN TO BSN



STUDENT

POLICY HANDBOOK

**DAYTONA STATE COLLEGE
SCHOOL OF NURSING
RN TO BSN**

STUDENT POLICY MANUAL

CONTENTS

WELCOME	4
COLLEGE MISSION	5
CURRICULUM FRAMEWORK/CONCEPTUAL MODEL	6
PROGRAM LEARNING OUTCOMES	7
PROGRAM REQUIREMENTS	8
AMERICAN NURSES ASSOCIATION CODE OF ETHICS	11
PERSONAL CHARACTERISTICS FOR RN to BSN STUDENTS	13
STUDENT AUTHORIZATION FOR PRACTICUM SITE INFORMATION	14
HEALTH AND SAFETY REQUIREMENTS	14
CRIMINAL HISTORY AND BACKGROUND CHECK	14
DRUG TESTING POLICY AND PROCEDURE	15
HEALTH INSURANCE	18
LIABILITY INSURANCE	18
STUDENTS WITH DISABILITIES	18
INSTRUCTIONAL FACILITIES	19
CAMPUS FACILITIES	19
PRACTICUM FACILITIES	19
SCHOOL OF NURSING SUPPORT SERVICES	19
STUDENT SUCCESS LABORATORY	19
COMPUTER LABORATORIES	20
TECHNOLOGY AND RESOURCES	20
COLLEGE STUDENT SUPPORT SERVICES	20
LIBRARY	20
COLLEGE WRITING CENTER	20
ACADEMIC SUPPORT CENTER	20
ATTENDANCE POLICY	22
RELATIONSHIP OF CREDIT HOURS TO CLASSROOM AND PRACTICUM HOURS	22
SERVICE LEARNING	22
FACULTY ADVISORS	23
SEXUAL HARASSMENT POLICY	23
UNIFORM REQUIREMENTS FOR PRACTICUM AND SERVICE LEARNING	24
PRACTICUM POLICIES	25
SOCIAL NETWORKING GUIDELINES	27
EVALUATION AND GRADING	28
CLASSROOM EVALUATION	28
EVALUATIONS	29

INCOMPLETE.....	29
PROGRESSION IN THE PROGRAM AND READMISSION.....	30
WITHDRAWAL.....	30
READMISSION.....	30
TRANSFER STUDENT POLICY.....	30
PROBATION.....	31
DISMISSAL.....	32
GRIEVANCE PROCEDURE/RIGHT OF APPEAL.....	33
REPEATING A COURSE.....	33
FINANCIAL AID/SCHOLARSHIP INFORMATION.....	34
CAMPUS ACTIVITIES.....	35
STUDENT ACTIVITIES.....	35
NURSING PROGRAM GOVERNANCE.....	36
ACADEMIC ADVISING.....	36
FACULTY ADVISING.....	36
CAMPUS SAFETY PLANS.....	36
GRADUATION REQUIREMENTS.....	36
COMMENCEMENT EXERCISES.....	37
APPENDIX A.....	38
APPENDIX B.....	39
APPENDIX C.....	41
APPENDIX D.....	42
APPENDIX E.....	43
APPENDIX F.....	44
APPENDIX G.....	46
APPENDIX H.....	47
APPENDIX I.....	48
APPENDIX J.....	50
APPENDIX K.....	51

**DAYTONA STATE COLLEGE
SCHOOL OF NURSING
RN TO BSN PROGRAM**

WELCOME

Welcome to the Daytona State College School of Nursing and to the RN to BSN program! We are extremely proud of the RN to BSN program and are pleased you have chosen our institution to pursue your nursing education. The student handbook is designed to provide students with information about the school, curriculum expectations, resources and specific policies and procedures pertinent to the RN to BSN program. Please become familiar with this handbook as this will serve as your guide for academic and nonacademic policies.

The information in this handbook is updated annually. In addition, faculty reserves the right to make change at times during the academic year. Any changes to the current version of the handbook will be posted on the class shell; this can be printed if needed.

The RN to BSN program is an exciting program where active learning and student-faculty partnerships are formed. The curriculum is dynamic and exciting with a focus on professional education and practice. Congratulations as you pursue your goals in professional nursing education.

Sincerely,

Faculty, staff and administration – School of Nursing, Daytona State College

The RN-to-BSN education program is accredited by the
Accreditation Commission for Education in Nursing (ACEN).
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: (404)975-5000, Fax: (404)975-5020, www.acenursing.org

**DAYTONA STATE COLLEGE
SCHOOL OF NURSING
RN TO BSN**

COLLEGE MISSION

Daytona State College, a comprehensive public college, provides access to a range of flexible programs from community enrichment to the baccalaureate degree, emphasizing student success, embracing excellence and diversity, as well as fostering innovation to enhance teaching and learning.

Values

Community, Integrity, Excellence, Diversity, Innovation, and Student Success

**SCHOOL OF NURSING
RN TO BSN VISION, MISSION AND PHILOSOPHY**

Vision

Daytona State College RN to BSN Nursing program will be the First Choice in RN to BSN Education

Mission

The mission of Daytona State College, Registered Nurse to Bachelor of Science in Nursing Program is to offer a scholarly, comprehensive, innovative program that promotes excellence in nursing. The program offers opportunities for students to apply nursing knowledge to changing healthcare environments across the lifespan, amongst diverse cultures, and across healthcare continuums.

Philosophy

The nursing faculty of the Bachelor of Science in nursing shares a philosophy which is congruent with the mission of Daytona State College. This philosophy is derived from professional nursing practice, and beliefs about nursing education. Nursing practice is defined using the American Nurses Association definition which states “nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations” (ANA, 2009 social policy statement). Faculty and staff are dedicated to promoting and providing baccalaureate education that prepares graduates for practice in generalist, managerial, and leadership roles in a complex healthcare system, and which offers educational opportunities to broaden their career pathways. Faculty believe that a significant educational goal is to develop a responsible nurse who can critically think and problem solve, using scientific principles of inquiry and evidence based practice, who develops an interest in lifelong learning, and who has integrity, beliefs and values which are consistent with the role of a professional nurse. Faculty support an andragogical approach to learning and provide guided educational experiences which are diverse, cooperative, innovative, and which promote student learning.

DAYTONA STATE COLLEGE
RN TO BSN
CURRICULUM FRAMEWORK/CONCEPTUAL MODEL

The organizing framework of Daytona State College RN to BSN program is based on significant core concepts which are integrated throughout the curriculum. These concepts are:

Leadership

Nursing leadership is defined as having knowledge and personal traits which provide a healthy environment for developing and maintaining healthcare practice which promotes positive behaviors and produces quality outcomes for both patients and practitioners (AACN, 2019)

Quality Care

Nursing quality care is defined using the Institute of Medicine’s definition of quality which states: “The degree to which health services for individuals and populations increase the likelihood of desired health outcomes and are consistent with current professional knowledge (IOM, n.d.) and the QSEN Safety Competency which states: “minimizes risk of harm to patients and providers through both system effectiveness and individual performance.” (QSEN, 2021)

Scholarship

Nursing is based on an organized, logical, rigorous, systematic method of inquiry for acquiring knowledge, defining and developing nursing practice which is grounded in evidence-based research. The curriculum has a strong emphasis on scholarship and writing.

Communication

Communication is defined as collaborating with members of the health care team, patients and families to provide and improve delivery of health care.

Health Promotion

Health promotion is defined as responding to the changing health needs of the population, and “Health promotion is the process of enabling people to increase control over, and to improve their health.” (WHO, 1998). Additionally, to advocate, enable, and mediate through collaboration. (WHO, 2021).

Professionalism

Professionalism is service to others with compassion and commitment, using a specialized, substantial body of knowledge, judgment, and nursing skill, based upon applied principles of psychological, biological, physical, and social sciences. (DOH, 2021). Professionalism includes self-regulation, ethical conduct, participation in professional organizations and a commitment to lifelong learning.

Diversity

Diversity includes responsibility, proficiency and competency in addressing issues, respecting all individuals in society, and providing access to care for all, without regard for race, ethnicity, culture, age, religion or sexual orientation.

Informatics

Technology in nursing shapes nursing practice, nursing education and access to healthcare information. As defined by the American Nurses Association it is a “combination of nursing science, computer science and information science used in identifying, collecting, processing, and managing data and information to support nursing practice, administration, education, research, and the expansion of nursing knowledge” (ANA, 2015).

In addition to the organizing concepts, the following terms are delineated for a broader understanding:

Patient

Individuals, families, groups, communities and populations across the lifespan and across the continuum of healthcare environments (BSN Essentials)

Community

"A community is a collection of people who share some important feature of their lives. ...community refers to a collection of people who interact with one another and whose common interests or characteristics form the basis for a sense of unity or belonging." (Rector, 2018).

DAYTONA STATE COLLEGE SCHOOL OF NURSING PROGRAM LEARNING OUTCOMES

MAJOR PROGRAM LEARNING OUTCOMES (PLO):

PLO- 1 - Leadership: The graduate of an RN to BSN nursing program will plan care in accordance with management and leadership principles using evidence based research for patients across the lifespan.

PLO- 2 - Quality Care: The graduate of an RN to BSN nursing program will synthesize knowledge of quality improvement and patient safety to improve patient-care outcomes.

PLO- 3 - Scholarship: The graduate of an RN to BSN nursing program will appraise empirical evidence derived from research to identify clinical problems, plan appropriate care, provide nursing interventions which are grounded in evidence, and evaluate the effectiveness of nursing care to patients across the lifespan

PLO- 4 - Communication: The graduate of an RN to BSN nursing program will model interpersonal communication to effectively collaborate with members of the health care team while promoting optimal health care for all patients.

PLO- 5 - Health Promotion: The graduate of an RN to BSN nursing program will examine safe, appropriate, evidence-based care based on health promotion, disease and injury prevention, to improve population health.

PLO- 6 - Professionalism: The graduate of an RN to BSN nursing program will integrate inherent values as defined by the ANA Code of Ethics, as a foundation to base nursing theory in practice in the role of the BSN.

PLO- 7 - Diversity: The graduate of an RN to BSN nursing program will formulate plans of care which provide culturally sensitive, non-discriminatory care to individuals, groups and communities in today’s global environment.

PLO- 8 - Informatics: The graduate of an RN to BSN nursing program will integrate information management technology to improve patient outcomes.

End of Program Student Learning Outcomes and Program Outcomes for the RN to BSN

- 85% or higher will agree or strongly agree that the end-of-program student learning outcomes have been met
- Program completion rate: 75% of students will complete the program within 6 semesters
- Job Placement rate: 90% of graduates will indicate “true” to the survey question regarding continued employment in the field of nursing
- Other Program outcome: Advancement potential from degree achievement—70% will indicate “true” on graduate survey

PROGRAM REQUIREMENTS

Bachelor of Science in Nursing – 120 Credits

Requirements for graduation from the Bachelor of Science in nursing (BSN) program are:

-Students must successfully complete 120 hours of college-level credit courses in the degree program, including the lower division associate degree, and the 48 hours of Bachelor of Science in nursing program.

-Students must successfully complete 36 hours of general education as established by Daytona State College for its Associate of Arts degree program.

-Students must have completed the Florida foreign language requirement prior to the completion of the bachelor's degree. The requirement may be met by taking two years of the same foreign language in high school or eight credits of the same foreign language or American Sign Language (as approved by languages department and graduation requirements) in college.

-Students must complete 25 percent of the overall degree requirements, 25 percent of program-specific classes, and 25 percent of the upper-level program-specific credits at Daytona State College.

-Students must meet all other Daytona State graduation policies and deadlines.

General Education Courses

Course	Title	
... ..	Associate Degree General Education and Electives	30.00
... ..	Associate Degree Major Program Specific	42.00
... ..	BS Nursing General Education Core Requirements	16.00
... ..	BS Nursing Major Program Specific	32.00
TOTAL ...		120.00

Note: It may be necessary for the student to enroll in a developmental English, Math, or Reading course based upon college placement test scores. Communicate with a Daytona State College Academic Advisor in the Advising Department **every semester** to determine developmental course requirements and whether you need additional courses to meet the graduation requirements (in addition to the required BSN courses). Advising department can be reached at <https://www.daytonastate.edu/advising/> or Advising Phone Number - (386) 506-3661

Program Specific Courses

Course	Title	SEM HRS	
NUR3846	Critical Approaches to Nursing Theory	3.00	Co-Reqs: DEP2004 Pre-Reqs: ENC1101 AND SPC2608 AND ENC1102
NUR3065	Health Assessment	3.00	Co-Reqs: Social Science; Pre-Reqs: NUR3125
NUR3125	Pathophysiology	3.00	Co-Reqs: CHM1025 OR CHM1046 Pre-Reqs: BSC1086 AND BSC1085 AND MCB1010
NUR3145	Pharmacology	2.00	Co-Reqs: STA2023 Pre-Reqs: MGF2106 OR MAC1105 AND NUR3065
NUR3655	Nursing in a Multicultural Society	3.00	Co-Reqs: LIT2110 OR LIT2120 Pre-Reqs: NUR3826
NUR3826	Legal and Ethical Aspects of Nursing	3.00	Pre-Reqs: PSY1012 AND NUR3846
NUR4837	Health Care Policy and Economics	3.00	Pre-Reqs: NUR3826
NUR4169	Nursing Research and Evidence-Based Practice	3.00	Pre-Reqs: NUR3655
NUR4636	Community Health Nursing	2.00	Pre-Reqs: NUR3145 Co-Reqs: NUR4636L
NUR4636L	Community Health Nursing with Practicum	2.00	Co-Reqs: NUR4636
NUR4827	Leadership and Clinical Decision-Making	3.00	Pre-Reqs: NUR3846 AND NUR3065 AND NUR3125 AND NUR3826 AND NUR4636 AND NUR3655 AND NUR3145 AND NUR4169 AND NUR4837 Co-Reqs: NUR4827L
NUR4827L	Leadership and Clinical Decision-Making Practicum	2.00	Co-Reqs: NUR4827

Sample Program of Study

Course	Title	SEM HRS	
... ..	FIRST SEMESTER		
NUR3846	Critical Approaches to Nursing Theory	3.00	Co-Reqs: DEP2004 Pre-Reqs: ENC1101 AND SPC2608 AND ENC1102

DEP2004	Developmental Psychology	3.00	Co-Reqs: ENC1101
NUR3125	Pathophysiology	3.00	Co-Reqs: CHM1025 OR CHM1046 Pre-Reqs: BSC1086 AND BSC1085 AND MCB1010
CHM1025	Introduction to Chemistry	3.00	Co-Reqs: ENC1101 AND MAT1033 OR MAC1140 OR MAC2311 OR MAC2233 OR MAP2302 OR MAC1114 OR MAC1105 OR MAC2312 OR MAC2313 OR STA2023 OR MGF2107 OR MGF2106 Co-Reqs: CHM1025L
CHM1025L	Introduction to Chemistry Lab	1.00	Co-Reqs: CHM1025
... ..	SECOND SEMESTER		
		SEM	
		HRS	
NUR3065	Health Assessment Social Science core	3.00 3.00	Co-Reqs: Social Science Core Pre-Reqs: NUR3125
NUR3826	Legal and Ethical Aspects of Nursing	3.00	Pre-Reqs: PSY1012 AND NUR3846
STA2023	Elementary Statistics	3.00	Pre-Reqs: MAC1105 OR MGF2106
... ..	THIRD SEMESTER		
		SEM	
		HRS	
NUR3145	Pharmacology	2.00	Co-Reqs: STA2023 Pre-Reqs: MGF2106 OR MAC1105 AND NUR3065
NUR3655	Nursing in a Multicultural Society	3.00	Pre-Reqs: NUR3826
... ..	Historical and Global Core	3.00	
NUR4837	Health Care Policy and Economics	3.00	Pre-Reqs: NUR3826
... ..	FOURTH SEMESTER		
		SEM	
		HRS	
NUR4169	Nursing Research and Evidence-Based Practice	3.00	Pre-Reqs: NUR3655
NUR4636	Community Health Nursing	2.00	Pre-Reqs: NUR3145 Co-Reqs: NUR4636L
NUR4636L	Community Health Nursing with Practicum	2.00	Co-Reqs: NUR4636
NUR4827	Leadership and Clinical Decision-Making	3.00	Pre-Reqs: NUR3846 AND NUR3065 AND NUR3125 AND NUR3826 AND NUR4636 AND NUR3655 AND NUR3145 AND NUR4169 AND NUR4837 Co-Reqs: NUR4827L

[NUR4827L](#) Leadership and
Clinical Decision-
Making Practicum

2.00 Co-Reqs: [NUR4827](#)

Note: Sequence of courses may vary. Check catalog course descriptions for requisite requirements.

*Note ** 3000 level courses must be successfully completed prior to enrolling in 4000 level courses; please communicate with the Assistant Chair, who is the BSN advisor, each semester regarding your personal graduation plan ** Assistant Chair: Dr. Kelly Duffy Kelly_duffy@daytonastate.edu*

AMERICAN NURSES ASSOCIATION CODE OF ETHICS

Students in the RN to BSN program are expected to abide by the code of ethics set forth by the American Nurses Association as listed below:

1. The nurse practices with compassion and respect for inherent dignity, worth and unique attributes of every person. (1.1 Respect For Human Dignity 1.2 Relationships with Patients 1.3 The Nature of Health 1.4 The Right to Self-Determination 1.5 Relationships with Colleagues and Others)
2. The nurse's primary commitment is to the patient, whether an individual, family group, community or population (2.1 Primacy of the Patient's Interests 2.2 Conflict of Interest for Nurses 2.3 Collaboration 2.4 Professional Boundaries)
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient. (3.1 Protection of the Rights of Privacy and Confidentiality (3.2 Protection of Human Participants in Research 3.3 Performance Standards and Review Mechanisms 3.4 Professional Responsibility in Promoting a Culture of Safety 3.5 Protection of Patient Health and Safety by Acting on Questionable Practice Patient Protection and Impaired Practice)
4. The nurse has authority, accountability, and responsibility for nursing practice: makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care. (4.1 Authority, Accountability, and Responsibility 4.2 Accountability for Nursing Judgments, Decisions, and Actions 4.3 Responsibility for Nursing Judgments, Decisions, and Actions 4.4 Assignment and Delegation of Nursing Activities or Tasks)
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth. (5.1 Duties to Self and Others 5.2 Promotion of Personal Health, Safety, and Well-Being 5.3 Preservation of Wholeness of Character 5.4 Preservation of Integrity 5.5 Maintenance of Competence and Continuation of Professional Growth 5.6 Continuation of Personal Growth)
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work settings and conditions of employment that are conducive to safe, quality health care. (6.1 The Environment and Moral Virtue 6.2 The Environment and Ethical Obligation 6.3 Responsibility for the Healthcare Environment)
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy. (7.1 Contributions through Research and Scholarly Inquiry 7.2 Contributions through Developing, Maintaining, and Implementing Professional Practice Standards 7.3 Contributions through Nursing and Health Policy Development)
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities. (8.1 Health Is a Universal Right 8.2 Collaboration for Health, Human Rights, and Health Diplomacy 8.3 Obligation

to Advance Health and Human Rights and Reduce Disparities8.4 Collaboration for Human Rights in Complex, Extreme, or Extraordinary Practice Settings)

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy. (9.1 Articulation and Assertion of Values 9.2 Integrity of the Profession 9.3 Integrating Social Justice9.4 Social Justice in Nursing and Health)

From: American Nurses Association: Code of Ethics for Nurses with Interpretive Statements, Washington, D.C: American Nurses Publishing, 2015.

PERSONAL CHARACTERISTICS FOR RN to BSN STUDENTS

The RN to BSN considers the following characteristics as defining student nurse behavior. These behaviors reflect the American Nurses Association's Code of Ethics.

- Demonstrates honesty
- Reports errors immediately and accurately
- Demonstrates integrity in test taking, course work, and provision of patient care
- Accepts responsibility
- Demonstrates discipline and self-direction in own learning
- Recognizes gaps in knowledge and proficiency by seeking help and/or additional practice
- Seeks assistance of instructor to help resolve unsafe issues
- Maintains patient confidentiality
- Reports to class/campus lab/practicum experiences free of alcohol and/or illegal substances
- Demonstrates ability to make sound judgments and decisions
- Utilizes the nursing process as a basis for problem solving
- Utilizes critical thinking skills for making decisions for nursing care
- Demonstrates effective interpersonal relationships
- Presents self as mature and caring adult
- Listens effectively and respects the rights of others
- Demonstrates respect for an individuals' right to a value system different from one's own, and recognize and respects cultural and religious differences
- Perceives and understands situations from another person's viewpoint and identifies reasons for behaviors and responds appropriately
- Demonstrates awareness of own value system, which may hinder acceptance of another person and recognizes own positive and negative feelings
- Uses appropriate communication to interact with other members of the health care team and works cooperatively with peer group

- Discusses problems openly and honestly with the person directly concerned in an appropriate time and place.
- Demonstrates leadership potential
- Demonstrate flexibility in dealing with health care personnel and peers

STUDENT AUTHORIZATION FOR PRACTICUM SITE INFORMATION

Students are required to sign a student authorization form and submit to CastleBranch. Signing this statement indicates that the student has read the Student Policy Handbook and understands that they are accountable for the information contained within it. The authorization form also authorizes the release of certain personal data to facilities that require the information to process student access to patient information. Students will upload a copy online and the form will be kept in the nursing departments online records/tracking. (See Student Authorization for Practicum Site Information form in the [Appendix A](#)).

HEALTH AND SAFETY REQUIREMENTS

A completed drug screen and background check must be submitted to CastleBranch **by the assigned deadline in order to participate in the Community Health Nursing with Practicum Course (The Leadership with Practicum Course also requires an up-to-date drug and background screen; within the last 12 months, unless otherwise stated by the practicum site)**. If you are unable to have the drug and background screen completed on time, please contact the nursing department regarding the next available course and revision of your academic/graduation plan. (See New Student Requirements [Appendix B](#)).

Please check with your practicum site to determine if there are additional requirements.

Additionally, for student safety, compliance with National Patient Safety initiatives must be followed in the classroom, service learning and practicum sites.

CRIMINAL HISTORY AND BACKGROUND CHECK

Students must complete the level II background check **by the assigned date prior** to the Community Health Nursing and Leadership courses; please review the “Pre-Class Repository” (if you are not able to view the online “Pre-Class Repository”, please contact the nursing office. **This background check is valid for only 1 year.** If the practicum courses are not started within this year, the background check will need to be repeated, no exceptions.

The following process must be completed:

1. Complete the VECHS Waiver Agreement and Statement form and submit to the CastleBranch website. This must be completed prior to submission of the fingerprint card. (See VECHS Waiver and Agreement Statement form [Appendix E](#))

2. Complete the procedure for obtaining level II background and drug screening. The nursing program uses CastleBranch for obtaining this information. (See Drug Test and Fingerprint Instructions form [Appendix F](#)). Practicum facilities have the right to deny students access to a practicum site because of criminal background status. This may prevent the student from completing the nursing program. Even if you have a level II background and drug screen for your place of employment you need to repeat it as a DSC requirement, no exceptions.

While enrolled in Daytona State College's nursing program, the student is also responsible for notifying the department chair of any arrests, regardless of adjudication, that occur after acceptance and during enrollment in the program. Failure to promptly notify the department chair will be grounds for dismissal from the program.

DRUG TESTING POLICY AND PROCEDURE

The mission of the School of Nursing is to provide an innovative learning environment that prepares students to be professional, ethical, and competent caregivers in an increasingly diverse society. In realization of this mission, the school of nursing adopted a drug free policy that is congruent with the college policy (http://www.daytonastate.edu/campus_safety/drug_policy.html)

As a condition of admission and continued enrollment in a nursing program, each student will be required to submit to drug testing and additional random testing (at their own cost) once enrolled in a nursing program. Participation in practicum experiences is required for successful completion of all nursing courses. The drug policy is a conditional criterion for practicum placement.

Drug Testing by the assigned due date is required for the courses with a practicum; these include Community Health Nursing and Leadership. This drug check is valid for only 1 year. If the practicum courses are not started within this year, the drug check will need to be repeated.

Students instructions for obtaining a drug test are provided through the "Pre-class Repository". If you do not have access to the "Pre-Class Repository", please contact the nursing office.

Procedure for Drug Testing

Students will be required to follow the procedures established by CastleBranch. (See Drug Test and Fingerprint Instructions form [Appendix F](#)). All costs associated with drug testing are the sole responsibility of the student.

A drug test will be considered positive if any of the drugs listed in **Exhibit A** are found. Positive test results will be confirmed by the testing laboratory. A diluted laboratory result must be repeated at the student's expense. The testing laboratory will contact the Chair of the School of Nursing regarding student test results. The Chair of the School of Nursing will review the laboratory results and communicate personally with the student in a confidential manner.

Drug Testing after Admission

Any student admitted to a nursing program will be subject to random drug testing at the discretion of the nursing faculty, chair, or practicum agency upon request. All costs associated with testing are the sole responsibility of the student. Nursing students who demonstrate behavioral changes in a classroom, online communication, or practicum setting may be asked to complete drug testing if

the behavior is presumed to be related to the use of drugs or alcohol. The nursing faculty member or preceptor will notify the student and chair of nursing of the suspected behavior.

The student will be asked to discuss the matter with a faculty member and the chair will be included in the communication. If the decision is to refer the student for drug testing, the student must report to a testing area for the drug screening as specified by the chair. The student will be suspended from all classroom or practicum activities, until the matter has been reviewed by the chair or if the student refuses drug testing. If the drug screening results are negative, the student will be allowed to continue in the classroom and practicum activity without penalty.

If the drug screening test is positive, the student will have an opportunity to present their response to the positive test result to the chair of the department. The faculty member will make a recommendation to the chair regarding the student status in the program. The chair is authorized to make an academic decision that will include immediate termination from the nursing program. The chair may also refer any student who violates this policy to the Judicial Affairs Office for additional college disciplinary action.

Exhibit A

The following lists of drugs are not all inclusive however typically represent substances monitored for health care workers:

Alfentanil
Butorphanol (stadol)
Fentanyl
Ketamine
MDMA (ectasy)
Nalbuphine (Nubain)
Sufentanil
Tramadol
Alcohol

Amphetamines
Barbiturates
Benzodiazepines
Cannabinoids
Cocaine
Methadone
Opiates
Phencyclidine
Propoxyphen

RN LICENSE

A current, unencumbered registered nursing license from one of the 50 states in the United States of America, is required prior to being accepted into the program. This license must remain current and unencumbered to continue in the RN to BSN program. Copies of nursing license renewals throughout the program are also required.

HEALTH INSURANCE

Students are responsible for obtaining their own medical insurance and providing for their own medical care. The following procedure is to be followed in case of a needle stick, blood exposure, or other accident in the classroom, service learning or practicum area.

- a. The student should notify the practicum instructor and other appropriate personnel such as the preceptor and nurse manager.
- b. A facility incident report as well as a Daytona State College Campus Safety Incident Report should be completed with a copy for the student, the student's campus file, and the instructor as well as the facility and Daytona State College. The student may be required to complete the Daytona State College Incident Report.
- c. If the student is sent by a practicum site to Employee Health or the Emergency Room, the student is financially responsible. Students may prefer to choose their own facility if they are the payee.

LIABILITY INSURANCE

The College, through the Florida College System Risk Management Consortium (FCSRMC), shall obtain and maintain occurrence-type professional liability insurance covering the student participants and any faculty members for instruction/supervision of students only. Payment is included with fees paid during registration.

STUDENTS WITH DISABILITIES

For information about accommodations or services that may be available for students with a disability, please contact the Student Disability Services office at the attending campus. Refer to current Daytona State College web page <http://www.daytonastate.edu/sds/>

If a student need academic accommodations as defined by Student Disability Services (SDS) the student must provide the lecture instructor with a current letter from SDS that verifies that the student needs specific accommodations. Disabilities statements must be completed and turned into student's lecture instructor each semester.

Student should contact the instructor as soon as possible to discuss the accommodations. Faculty cannot give accommodations until student provide a letter from SDS.

COMMUNICATION

Most policies related to students in the nursing program will be published in the student policy handbook. Any change to policies during the semester will be communicated in the online class, course shell, or secure Daytona State email system.

INSTRUCTIONAL FACILITIES

CAMPUS FACILITIES

School of Nursing facilities are located on the Daytona Campus, New Smyrna Campus, Flagler/Palm Coast Campus, Deltona Campus, and Deland Campus. All campuses have classrooms, nursing skills laboratories, and access to computer laboratories. Students may use the access to computer laboratories for class assignments. Computer laboratories may also be used for quizzes.

PRACTICUM FACILITIES

The Daytona State College Nursing Program uses a variety of facilities for students' practicum experiences. In addition to the community facilities near the Daytona State College campuses, students may utilize health care agencies who have affiliation agreements with Daytona State College or have signed a one-time permission agreement on the practicum contract.

SCHOOL OF NURSING SUPPORT SERVICES

STUDENT SUCCESS LABORATORY

The Student Success Laboratory (SSL) is located in Building 320 Room 328 on the Daytona Campus. The purpose of the laboratory is to assist students with success in nursing programs. Students accessing the SSL will receive assistance with application of theory learned in the classroom to, test taking skills, computer instruction, and comprehension of content. The laboratory offers individual and group tutoring, remediation, and learning opportunities designed to help the nursing student to be successful in their courses. Students may be referred or assigned to obtain assistance from the SSL or students may make their own individualized or group appointments (See Student Success Lab referral form found in [Appendix G](#)). To ensure that time is reserved specifically to meet the individual's needs, appointments with the SSL faculty are highly recommended.

Please refer to the SSL Faculty website at <http://www.daytonastate.edu/skillslab/>
SSL Hours: Monday to Friday 8 am to 5 pm

Contact Information:

Kimberly Beechler, EdD, MSN, RN
Patient Simulation Specialist and Student Success Laboratory faculty
(386) 506-3722
beeclk@daytonastate.edu

Patricia Harvey, MSN, RN
Student Success Laboratory faculty
(386) 506-3730
harveyp@daytonastate.edu

COMPUTER LABORATORIES

The School of Nursing offers a dedicated computer laboratory with 40 computers on the Daytona campus in room 307, and 40 computers in room 013, a dedicated classroom computer laboratory with eight computers on the Deltona campus, and access to computer laboratories in the Academic Support Centers on all other campuses. There is a dedicated computer laboratory with 40 computers on the DeLand campus in building 6 room 124, and Deltona campus in building 1 room 128A. Students are encouraged to use these computers to conduct research for nursing courses, complete course assignments, or for study purposes. Computer laboratories may also be used for testing. Students may use the computer laboratories whenever the laboratory space is open and is not scheduled for nursing classes or testing. The Daytona campus computer laboratory is open from 8:00am to 4:30pm Monday through Friday. Students may make arrangements for computer laboratory use, within the school of nursing, by contacting the nursing office at 386-506-3250

TECHNOLOGY AND RESOURCES

All Daytona State College students have access to Desire2Learn (D2L), referred to as FalconOnline, learning management system (LMS) for course calendars, course information, assignments, or quizzes. Students should access course information on the FalconOnline learning management system (<https://class.daytonastate.edu/>). Each nursing course has an online component (course “shell”) where student activities and information are published. Each nursing course “shell” offers information designed to provide introduction and orientation to accessing and navigating the FalconOnline environment.

Students will be directed to FalconOnline by their instructor who will note the frequency with which the student should access the course shell and/or for individual course information.

COLLEGE STUDENT SUPPORT SERVICES

LIBRARY

The library houses a collection of nursing and related journals and texts. There are photocopying facilities, group study rooms, and comfortable areas for individual reading and computer labs. Students are encouraged to use the resources in the library and to consult with the librarian and staff for individual assistance. For further library information, please visit the library web site located at <http://www.daytonastate.edu/library/>.

COLLEGE WRITING CENTER

The DSC-UCF Writing Center (DWC) is located on each campus. The DWC offers one-on-one sessions of up to 45 minutes in length to assist students with writing of any type. Students may obtain assistance with grammar and spelling, ideas for papers, flow of content, or other writing issues. Students may access the CWC for virtual tutoring if the class is fully online or online hybrid class. Find out more information or schedule an appointment by visiting our website <http://www.daytonastate.edu/cwc/> or calling 386-506-3297.

ACADEMIC SUPPORT CENTER

Academic Support Centers (ASC) on each campus provide a variety of instructional support programs and services to help you make satisfactory academic progress. The ASC’s services combine personal attention with computer-assisted instruction in an energizing environment where students, faculty, and staff collaborate to ensure student success. The following educational support programs are also available for your use:

Individual and Small Group Tutoring - Tutors provide assistance to students enrolled in most courses on a walk-in basis.

Academic Coaching - You can experience a one-to-one academic skills mentoring relationship with a faculty or staff member by participating in the Academic Coaching Program. Coaches provide personalized support through weekly half-hour sessions to help you achieve academic success.

ATTENDANCE POLICY

Absences:

Online participation

A week's worth of non-participation in any one course will result in faculty reevaluation of the student's ability to meet course outcomes and may result in recommending the student consider withdrawal from the course, if within the withdrawal period. Failure to meet posting, discussions, assignment, and group participation or quality requirements will hinder successful completion of the course.

RELATIONSHIP OF CREDIT HOURS TO CLASSROOM AND PRACTICUM HOURS

The ratio of credit hour to clock hour for theory (class lecture), laboratory, practicum, and practicum experiences are consistent for all nursing courses.

The ratio of credit hour to clock hour is as follows:

Theory:	1 clock hour per week per credit hour
Practicum:	3 clock hours per week per credit hour

SERVICE LEARNING

Service Learning Hours and Courses

Service Learning is included within the RN-BSN program. A total of 24 hours of service learning is required for graduation with specific hours required in courses listed below:

NUR 4636 and NUR 4636L – Community Health Nursing with Practicum– 24 hours (these hours are included in the time log and documentation/explanation is required).

The service-learning component must be conducted for human benefit who are marginalized or underserved (as opposed to animal benefit). This is not to be mistaken with a community health project which uses service or therapy animals for outreach to vulnerable populations, such as the elderly or disabled. The focus of learning is on quality of life, wellness and social advocacy. Learning is based on what action you can take to make for a more just society and how you can advocate for an underserved population. This activity enhances the moral and civic responsibility of helping others.

The outcomes of service learning are to prepare students to have a better understanding of their communities, challenge their prejudices, and expand their view of culture and society. This will provide the student an opportunity to develop a more realistic understanding and attitude of citizen involvement and help prepare them to take a leadership role in their community related to helping the underserved.

COMPUTER REQUIREMENTS

In order to participate in a fully online, blended or web enhanced course at DSC, students must have reliable access to a computer with Internet access, WORD, and Power Point and be computer literate. The computer system must meet current technology standards and be sufficiently powerful to fulfill the online requirements of the class. Netbooks, notebooks, tablets and e-readers do not meet the technology requirements and will not be sufficient to meet the online requirements of the class.

FACULTY ADVISORS

Dr. Kelly Duffy, the assistant chair, will serve as the advisor during the nursing program. Students are notified of the advising requirements following admission to the program. It is **mandatory** for students to make an advising appointment (online, virtually, or in-person) with Dr. Duffy at least once a semester to receive guidance on the student's course plan and degree requirements for the 10 core BSN courses. Students are responsible for communicating with the Daytona State College Advising Department regarding student-specific general education and graduation requirements.

It is the student's responsibility to make contact with the faculty advisor each semester to ensure requirements are being met for graduation. Not meeting with the advisor to provide the required documentation may result in a hold on the student's registration. A copy of the tool used to identify required courses is available in [Appendix H](#).

SEXUAL HARASSMENT POLICY

BSN Students are expected to behave in accordance with college and practicum facility sexual harassment policies. These may be found at <http://www.daytonastate.edu/hr/harassment.html> or in the Daytona State College Student Handbook.

PROPER DRESS FOR PRACTICUM AND SERVICE LEARNING

There is no specific uniform for the RN-BSN program. Proper attire in the practicum area and service learning area is whatever clothing determined to be appropriate by the facility where the student will be doing their service learning or practicum experience. The practicum or class instructor is the final authority on appropriateness of attire.

- a. No hats are to be worn in the building with the exception of professional, religious, or medical reasons.
- b. Undergarments should be worn and shall not be noticeable through clothing. Plain, white undershirts only (no logos, prints, colors).
- c. Shoes must be closed toe, closed heel, clean, conservative- without logos, low- heeled, and non-permeable.
- d. Hosiery (socks or stockings) may be required.
- e. A Daytona State College Photo ID is also required identification is to be worn in the practicum and service learning area on upper left top unless the facility specifies otherwise.
- f. No jewelry except plain wedding band and watch may be worn. No visible piercing except one small single post/stud type earring per earlobe.
- g. No artificial, acrylic nails or nail jewelry are allowed during the practicum. Nails must be approximately fingertip length, clean, and natural (no nail polish).

PRACTICUM POLICIES

1. Adherence to the expectations of the practicum facility are required; please review the expectations of the facility prior to selection of your practicum site.
2. Students are to abide by all policies of the assigned practicum facility. Students are responsible for transportation to and from the practicum facility.
3. Hair must be neat, clean, no unnatural colors and controlled away from the face and off the uniform. Hair control items must be plain and in the colors of black, brown or white.
4. Men must be clean shaven or facial hair neatly trimmed.
5. Conservative make-up may be worn.
6. Chewing gum and anything in the mouth is not permitted during patient contact.
7. Attention to personal hygiene and cleanliness is essential.
8. The college and practicum facilities assume no responsibility for the loss of money, books, or personal articles.
9. The nature of the patient's illness and all medical records are to be held in strict confidence. Failure to observe and protect confidentiality is a matter that can be addressed in a court of law and may result in dismissal from the nursing program.
10. It is the policy of DSC that drug and alcohol use will not be tolerated on campus. "Drug Free Campus" extends to all practicum experiences, as well as travel and attendance at school endorsed activities. Refer to the DSC Student Code of Conduct as well as the Alcohol and Drug Policy in the college catalogue.
11. Smoking is not permitted in the practicum facilities, student study areas, or halls of any DSC building. DSC is a non-smoking facility.

STUDENT PRACTICUM CODE OF CONDUCT

The Daytona State College, College of Health and Public Services has adopted the following code of conduct to guide ethical behavior in the various practicum/observation/field rotation sites. The magnitude of our responsibility as health, human, and public service professionals necessitates the establishment of the highest standards of conduct.

This code of conduct represents general standards of behavior and illustrates ideals for which to strive; however, specific infractions that are reported to the College of Health and Public Services will be investigated with respect to both the magnitude and chronicity of the incidents. It should be understood that these general standards may not afford guidance in every conceivable situation or anticipate every possible infraction.

RESPECT AND CONCERN FOR THE WELFARE OF OTHERS

*The practicum/service learning student will:

- Treat patients, family members, practicum staff and others with respect and dignity both in their presence and in discussions with others.
- Recognize when one's ability to function effectively is compromised and ask for relief, guidance, or help.
- Recognize the limits of student involvement in the medical care of a patient and seek supervision or advice before acting when necessary.
- Not use alcohol or other drugs in a manner that could compromise themselves or patient care.

RESPECT FOR THE RIGHTS OF OTHERS

*The practicum/service learning student will:

- Deal with staff, personnel, and peer members of the practicum/service learning team in a considerate manner and with a spirit of cooperation.
- Act with an egalitarian spirit toward all persons encountered in a professional capacity regardless of race, religion, gender, sexual preference, or socioeconomic status.
- Respect the modesty and privacy of all persons.

TRUSTWORTHINESS

*The practicum/service learning student will:

- Be truthful in communication with others.
- Maintain confidentiality of all privileged information.
- Admit errors and not knowingly mislead others to promote one-self at the expense of others.
- Not represent yourself in any capacity other than that of "student".
- Accurately acknowledge the sources of all information reported.

RESPONSIBILITY AND SENSE OF DUTY

*The practicum/service learning student will:

- Participate responsibly in patient care or research to the best of his or her ability and with the appropriate supervision.
- Undertake practicum/service learning duties and persevere until they are complete.

- Notify the responsible person if something interferes with his or her ability to perform practicum, service learning duties, or academic tasks effectively.

PROFESSIONAL DEMEANOR

*The practicum/service learning student will:

- Maintain a neat and clean appearance, and dress in the approved attire.
- Be thoughtful and professional when interacting with others.
- Strive to maintain composure during times of fatigue, professional stress, or personal problems.
- Avoid offensive language, gestures, or inappropriate remarks.

STUDENT RIGHTS

*The practicum/service learning student will:

- Be challenged to learn, but should not be belittled, humiliated or abused.
- Not be sexually harassed, either verbally or physically.
- Not be discriminated against on the basis of gender, race, religion, age or sexual preference.
- Report all violations of student rights to the appropriate college official.

SOCIAL NETWORKING GUIDELINES

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient — nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

6 Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

The social networking policies also include your service learning activities within the practicum setting.

EVALUATION AND GRADING

CLASSROOM EVALUATION

Attainment of course outcomes is accomplished through the use of a variety of valid and reliable methodologies which includes multiple choice quizzes, short essays, case studies, formal online discussions, group presentations, and other activities. All nursing courses and general education courses that comprise the program of study require a “C” to pass and receive credit.

Academic warning will be issued by the nursing instructor identifying sources of assistance, tutoring, and remediation at such point in time when the instructor has concerns regarding student performance and success. An academic warning will be issued if a student score falls below 70% or if the student score average drops or remains below 70%. The student may be referred to the Student Success Laboratory for assistance, may seek remedial tutoring support from the instructor or Student Success Laboratory, or may elect to withdraw from the course by the last day to withdraw as designated in the academic calendar that is published yearly in the college catalog.

The continued grade of “C” represents a safe level of knowledge and the ability to apply this knowledge in the practicum area. There is no provision in nursing for the grade of “D” even though this is a "passing" grade in the college system. A student who is unable to demonstrate a safe knowledge level or who does not provide safe care within the practicum setting/service learning will not receive a passing grade for that course (either in theory or practicum). In other words, a student must pass with a “C” grade point average in lecture and a “satisfactory” grade in practicum in order to pass that course level. Students must also take all formal course and practicum simultaneously within the same semester. If the student fails either the practicum component or the online didactic component of a course, the entire course will have to be retaken.

Grading Policy:

Grading Scale:

A	90 -100%
B+	87- 89%
B	80 - 86%
C+	77-79%
C	70-76 (Passing)
D+	67-69
D	60-66
F	0 – 59%

Practicum preceptors will provide feedback regarding performance in the practicum setting. The nursing faculty assumes the responsibility to safeguard the well-being of individuals who receive care from DSC nursing students. Each faculty member has the responsibility to evaluate each student's ability to provide safe care for patients. Any student having difficulty demonstrating safe patient care will receive a practicum warning and be referred to Student Success Laboratory or Patient Simulation Laboratory for specific remedial instruction (virtually or in-person) before receiving permission to return to the practicum setting for instructor re-evaluation. Students who are unable to demonstrate satisfactory performance and progress in meeting practicum requirements will be placed on practicum probation (see probation section). Students unable to meet the requirement for removal of probation by the designated date or who poses a specific risk to patient care will be evaluated as practicum

unsatisfactory. A practicum evaluation of unsatisfactory will result in the student receiving a grade of "F" for the entire course, even if the student has a better than 70% academic average.

EVALUATIONS

The faculty believes that evaluation of learning is a joint faculty/student endeavor based on measurable changes in student's behaviors. Students may be required to complete written evaluation forms at the end of each nursing course.

Completion of course evaluations helps the student to reflect on learning and provides opportunity for faculty to improve learning experiences to better meet student needs. The student's commentary on a course evaluation does not influence the student's grade; the end of course evaluations are anonymous.

At the completion of each practicum experience, students receive feedback from their preceptor and a P/F grade from the faculty practicum coordinator.

INCOMPLETE

If, at the end of a semester, a student has not completed the required work for a course, the instructor may choose to provide an opportunity for the student to complete the required work. If this is the case, the instructor will indicate that the student's work is INCOMPLETE by reporting an "I" as the final grade. The student will have forty-five (45) days from the date grades are posted to complete the requirements and have the "Incomplete" change to a letter grade. If the "I" is not removed according to the specific college catalog guidelines, then the "I" automatically changes to an "F". *See the DSC college catalogue. Refer to current DSC handbook or Daytona State College web page, click on Current Students and search "Pocket Planner". It is the student's responsibility for making the necessary arrangements with an instructor for the removal of an "I". If the instructor is not available, arrangements must be made with the Chairperson of the School of Nursing.

PROGRESSION IN THE PROGRAM AND READMISSION

Students must receive a grade of "C" or higher in each nursing course and General Education Course to progress in the program. Satisfactory practicum evaluation is required to receive a "C" or better in nursing courses, regardless of the academic classroom performance of the student. A cumulative grade point average of 2.0 must be maintained in all college work.

STUDENT RIGHTS AND RESPONSIBILITIES

Students rights and responsibilities are outlined in the Daytona State College Handbook <https://daytonastate.edu/files/2019-2020%20DSC%20Student%20Handbook.pdf>

WITHDRAWAL

A student who decides to withdraw from any required RN to BSN course must notify the instructor in writing, communicate with the Assistant Chair, and abide by the withdrawal policy in the college catalog.

READMISSION

Once a student begins their first Nursing Core Course, they have 6 major semesters to complete the program or else they must apply for readmission.

When a student withdraws from a course, the student is encouraged to complete the "Risk Assessment Form" (See Risk Assessment form found in (**Appendix J**) and turn this in to the classroom instructor before exiting the course (one copy goes to the student's file, one copy goes to the Student Success Laboratory, one copy goes to the student. The student has the opportunity to work with the student success laboratory and/or nursing administration to develop and discuss an action plan for the student's success which includes: 1) why the student was unsuccessful on the first attempt and 2) what measure(s) have been taken to rectify factors that contributed to withdrawal or failure. The student will work in partnership with his/her classroom instructor in an ongoing dialogue to implement strategies if warranted to improve student success.

TRANSFER STUDENT POLICY

Students requesting transfer into the RN to BSN program will be considered on a case-by-case basis. The student must be accepted for admission to Daytona State College prior to the evaluation of nursing courses for transfer. The student requesting transfer into the RN to BSN program must have been enrolled in a nursing program of a regionally accredited college/university in the United States. A cumulative grade point average of 2.5 or better is required for admission to the RN to BSN Nursing program. The student requesting transfer into the Nursing program must:

1. Apply to Daytona State College and have official transcripts sent to the DSC Admissions office for transcript evaluation.
2. Communicate with admissions and advising, requesting transfer into the RN to BSN Nursing program.
3. In addition to the communication, provide the following to the School of Nursing Chair and/or Assistant Chair:

- a. A copy of the unofficial transcript from the school, college or university where nursing courses have been completed, an unofficial copy of the DSC transcript and DSC transcript evaluation.
- b. A copy of the syllabus for each nursing course appearing on the transcript. The nursing course syllabus should include the course description, course objectives, practicum objectives, class credit hours and practicum credit hours.

The decision of the Chair is final. Upon acceptance to the Daytona State College Nursing program, a course substitution form will be completed and sent to the Daytona State College Records office.

The College requires that all transfer students complete 25 percent of the overall degree requirements, 25 percent of program-specific classes, and 25 percent of the upper-level program-specific credits at Daytona State College.

AUDIT POLICY

Students seeking to audit a nursing course must have approval of the Chair of the School of Nursing. Students approved for audit status may only attend lecture. Practicum audits are NOT permitted.

PROBATION

Probation is the timeframe designated by the nursing faculty during which a student must meet specific requirements. If the student does not meet these requirements within the designated time, the student will fail the nursing course.

Purpose

The purpose of probation is to formally recognize that a student is not making satisfactory progress and the conditions of probation are intended to:

1. Recognize performance that requires improvement at an early date.
2. Provide a specific occasion for guidance and counseling.
3. Give the student an opportunity to correct deficiencies and to demonstrate satisfactory performance. The reasons for probation will be given to the student in writing along with requirements for removing this designation.

Reasons for Probation

1. Failure to make satisfactory progress in relation to course requirements in the online classroom or practicum.
2. Student behavior and/or nursing performance endangering either the student and/or patient's safety, such as:
 - a. Administers medications and/or treatments in a negligent manner.
 - b. Performs treatments or procedures on a patient beyond the limit of educational preparation in the RN to BSN.
 - c. Participates in violation of a patient's human rights, dignity, or discriminates in any way when providing nursing care to a patient or patient's family.
 - d. Fails to follow rules and guidelines for each nursing course.
 - e. Failure to maintain the personal characteristics essential for RN to BSN students.

Procedure for Probation

1. Nursing faculty will complete a statement describing the occurrence(s) (anecdotal notes) which indicates failure to make satisfactory progress.
2. Nursing faculty will complete counseling form identifying:
 - a. Practicum outcomes for the evaluation period in question;
 - b. Reason(s) for probation;
 - c. Requirement(s) for removal of probation;
 - d. Learning resources and assistance available;
 - e. Date when probation must be satisfied
3. Nursing faculty will have a personal conference with the student to give notification of probation and confirm understanding of the situation.
4. The length of probation for practicum reasons will be determined by the nursing faculty of the course.
5. If the student does not meet requirements for removal of probation by the designated date, the student will fail the course.
6. Completion of the requirements for removal of probation will remove the probation status.

DISMISSAL

Dismissal is the termination of the student's enrollment in the Nursing Program. As of the date of dismissal, the student may no longer attend classes and/or practicum experiences in any nursing courses in which he/she may be currently enrolled, or register for any other nursing courses without applying for and being granted readmission to the nursing program.

Reasons for Dismissal:

- A. **Unsafe behaviors and practice commission or omission** of any nursing action that endangers a patient.
- B. **Unethical behavior.** Certain specific instances of unethical or illegal behavior may result in immediate dismissal from the Nursing Program, such as:
 1. Using prescription medications, non-prescription medications, over the counter medications, or other drugs or alcohol that may affect practicum judgment or psychomotor skills in the practicum, classroom, or laboratory setting.
 2. Conviction of a felony
 3. Falsifying or altering a patient record
 4. Knowingly administering medications or treatments without a healthcare prescriber's order
 5. Violating confidentiality of information or knowledge concerning a patient or family including:
 - i. Removal of any printed patient information from the practicum site. (Note: that all patient information such as a Medication Administration Record printed for any reason must be placed in the facility's shredder box at the end of the practicum day.) These documents may not be removed from the facility even if the patient name and identification number have been removed.
 - ii. Recording patient name or identifying information in personal notes removed from the hospital.
 - iii. Sharing patient information verbally to any person not directly involved in the patient's care.
 6. Stealing or theft if found guilty (refer to the DSC Student Handbook <http://daytonastate.smartcatalogiq.com/en/2019-2020/College-Catalog/Enrollment-Services/Student-Development/Student-Handbook-PDF>)

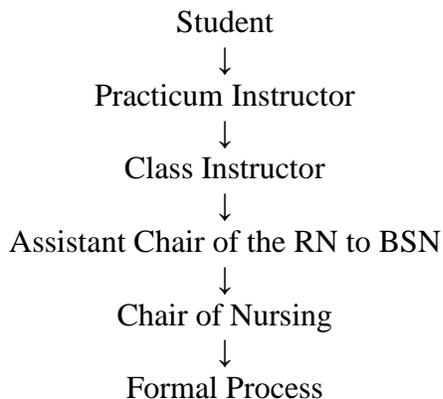
7. If in violation of the Student Code of Conduct, the student will receive zero points for the assignment and after cumulative grade is calculated, the student will drop a letter grade. Student can refer to the DSC Student Handbook
<http://daytonastate.smartcatalogiq.com/en/2019-2020/College-Catalog/Enrollment-Services/Student-Development/Student-Handbook-PDF>)
8. Violating the DSC Drug and Alcohol Policy (refer to the DSC Student Handbook
<http://daytonastate.smartcatalogiq.com/en/2019-2020/College-Catalog/Enrollment-Services/Student-Development/Student-Handbook-PDF>)

Procedure for Dismissal

1. The student will have an exit interview with faculty member and with the School of Nursing Chair.
2. The student will be assisted, if desired, to explore educational and career options for continuing growth.

GRIEVANCE PROCEDURE/RIGHT OF APPEAL

In the nursing program, there is a line of communication students are expected to use when solving a problem, questions, etc. The administrative hierarchy for problem solving within the School of Nursing: Practicum/Classroom Instructor; Assistant Chairperson for the RN to BSN Program and Chairperson for the School of Nursing. Students are expected to follow the line of communication as well as all grievance or appeal procedures as listed in the College Student Handbook at <http://daytonastate.smartcatalogiq.com/en/2019-2020/College-Catalog/Enrollment-Services/Student-Development/Student-Handbook-PDF>



REPEATING A COURSE

Actions by the Florida Legislature require community colleges to implement rules affecting fees you might be required to pay and how many times you will be allowed to take the same course. **You need to be aware of these rules so you can avoid higher costs or problems with your grade point average.** Refer to “Full Cost of Instruction, Maximum Attempts, Grade Forgiveness, Repeating Courses, and Withdrawals” at <http://www.daytonastate.edu/recreg/3attempt.html>

FINANCIAL AID/SCHOLARSHIP INFORMATION

Financial Aid information is available in the Division of Student Development, Building 100.

Students enrolled in the School of Nursing at Daytona State College are afforded the opportunity to apply for a variety of scholarships. Most of the scholarships have several requirements in common. Completion of these scholarship application requirements is necessary prior to the initiation of the desired course. Announcements of application procedures are available on the Daytona State College Web Page and on bulletin boards in the nursing department. Your instructor may also provide information on scholarships in class. Be alert for these announcements and have your paperwork ready. For scholarship information, go to the scholarship web page at <http://www.daytonastate.edu/scholarships>

Be sure to follow the guidelines of the specific scholarship for which you are applying. The application must be complete.

For students requesting a scholarship recommendation form, faculty must have the student sign a release form (See Scholarship Recommendation Form found in **Appendix K**).

TITLE IV LOANS AND GRANTS

Students applying for, and receiving, Title IV loans and grants should read information regarding same in Daytona State College Catalog. Refer to the Financial Aid website at <http://www.daytonastate.edu/finaid/>

MISCELLANEOUS SCHOLARSHIPS

Numerous private organizations offer scholarships to nursing students. These may be announced on the Daytona State College Intranet and posted in the online class. The Women's and Men's Center is also a good source of scholarship applications for both men and women in the field of nursing.

DEPARTMENT OF HEALTH SCHOLARSHIP

NURSE Corps Scholarship Program (NCSP) enables students accepted or enrolled in a diploma, associate, baccalaureate or graduate nursing programs (including Nursing Bridge Programs: RN to BSN; RN to NP and non-nursing Bachelor's to NP) are eligible to receive funding for tuition, fees and other educational costs in exchange for working at an eligible Critical Shortage Facility (CSF) upon graduation.

The NURSE Corps Scholarship Program is a selective program of the U.S. Government that helps alleviate the critical shortage of nurses currently experienced by certain types of health care facilities located in Health Professional Shortage Areas (HPSAs). Upon graduation, NURSE Corps Scholarship recipients work at these facilities for at least 2 years, earning the same competitive salary and benefits as any new hire.

For more information on applying for DOH Scholarships, please visit the DOH website at <https://www.hrsa.gov/loan-scholarships/scholarships/index.html>

CAMPUS ACTIVITIES

STUDENT ACTIVITIES

Daytona State College students may participate in the Student Government Association, campus clubs, and organizations, games and intramural activities, and intercollegiate athletics. Student activities are designed to help students with their educational and social development. A complete list of activities is available in the student activities office in the Lenholt Student Center, building #130 at the Daytona Beach Campus, online at https://www.daytonastate.edu/student_act/clubsandorganizations.html, and online at <https://dscfalcons.com/landing/index>.

NURSING PROGRAM GOVERNANCE

Student participation in governance at department and college levels is encouraged. Students have the opportunity to participate in governance through committee work and membership on the [Student Governance Association](#). The process for student governance in the nursing unit is through the RN to BSN nursing Internal Advisory Committee. Each semester a student representative is encouraged to volunteer to represent the student voice in BSN meetings. Multiple students are encouraged to volunteer as a student representatives from the various areas of progression in the courses/program. The students are encouraged to participate in committee meeting functions as class representatives and sharing information with fellow students. Student feedback during committee meetings along with data collected through surveys and evaluations are used in the program improvement process.

ACADEMIC ADVISING

General academic advising is conducted through the Daytona State College advising department. Students are expected to communicate with the advising department each semester to ensure they are meeting graduation requirements.

FACULTY ADVISING

The assistant chair of the RN-BSN program will provide advisement regarding the RN-BSN core courses (courses beginning with NUR). Students are expected to communicate with the assistant chair each semester.

CAMPUS SAFETY PLANS

Refer to current Daytona State College student handbook

<http://daytonastate.smartcatalogiq.com/en/2019-2020/College-Catalog/Enrollment-Services/Student-Development/Student-Handbook-PDF>)

Campus Safety

- Crime/ Incident Reporting
- Emergency Telephone System
- Parking Regulations
- Emergency Weather

In the event of a major power outage, copies of these plans are in the notebook labeled [Campus Safety Plans](#) located in the Office of the Associate Vice President, Building 320, room 527.

GRADUATION REQUIREMENTS

Graduation is an exciting time for students, faculty, and the staff of Daytona State. Graduation is the combination of a lot of hard work, attention to details, and many successful learning experiences. The first step in the graduation process is the completion of the Application for Graduation. In order for the college to know that all requirements are completed, the student must initiate the completion of the graduation application online. Go to the college web site for graduation requirements <https://daytonastate.smartcatalogiq.com/en/2018-2019/College-Catalog/Enrollment-Services/Records/Graduation-Requirements-and-Procedures>

The steps in the graduation process apply to ALL degree programs:

- Meet both the general education requirements and specific requirements of the nursing program.
- Students enrolled in degree programs must earn a minimum 2.0 GPA (C) in all courses that apply to the nursing degree.
- Fulfill all financial and other obligations to the college that includes parking tickets, library fees, etc. Save your receipts.
- Submit an application for graduation.
- In addition, all students who participate in the college graduation ceremony must pay the cost for their academic regalia (cap and gown).
- Be aware of the graduation application dates and deadlines. By applying, graduates receive a diploma (if qualified), and are eligible to participate in the commencement ceremonies. Daytona State reserves the right to certify students as complete once all requirements for the degree or certificate have been met, regardless of whether an application for graduation has been submitted. Students who do not complete the graduation application process will not receive a diploma or have the degree certificate statement on their official transcript.

COMMENCEMENT EXERCISES

The Daytona State College commencement ceremony is the formal recognition of our students' successful efforts in pursuing their academic degree. Students and faculty proudly wear formal academic regalia identifying them as graduates of an institution of higher learning.

Daytona State College's commencement ceremonies are in May of each year. Students who have completed graduation requirements in the Fall Semester, or who have applied early for the combined graduation for Spring/10-week/Summer Term, are welcome to participate in the commencement ceremony.

APPENDIX A

**DAYTONA STATE COLLEGE
SCHOOL OF NURSING
STUDENT AUTHORIZATION FOR PRACTICUM SITE INFORMATION**

This is to acknowledge that I have received a copy of the Student Nursing Handbook and I have read and understand the contents thereof. I hereby agree to abide by its regulations.

I understand that this form must be submitted to the classroom instructor during the first week of class.

I agree to have my personal, educational, health and background records released to professional organizations/health care agencies requesting that information.

I understand that the nursing department may be required to copy my personal information for professional organizations/health care agencies such as driver's license, social security card or additional documents to receive clearance for practicum placement.

I agree to have my social security number released to professional organizations/health care agencies.

I agree to have information regarding my attendance and performance released for financial aid purposes.

I understand that I may not participate in any nursing program until I have all my records on file in the nursing department (drug screen and background checks) and that these records must be kept updated, or I could be withdrawn from the program.

I understand when orientation to practicum facilities is mandatory, absence for any reason will result in withdrawal from the course.

I understand that information that has been disclosed to me from the patient's privacy is protected by state and federal law. State law prohibits me from making any disclosure of medical information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by federal, state or local law.

Changes may be made to departmental, division or college guidelines at any time. Should a change occur, students will be notified verbally and in writing as to what the change entails and the date it will take effect. Students will be given a copy of the change to keep for their records, and one to sign which will be included in their file.

SIGNATURE

PRINT NAME

DATE

**APPENDIX B
DAYTONA STATE COLLEGE
SCHOOL OF NURSING
PRACTICUM REQUIREMENTS**

Go to www.CastleBranch.com, then to “Place Order” & enter the package code for your program:

RN-BSN DG57dtfpis

You will then proceed to CertifiedProfile where you will enter your personal information and create your account. CertifiedProfile is a secure platform that allows you to order your drug test and fingerprints online and submit your paperwork. Follow the prompts and enter your payment information. The total price is \$87.25 and includes your fingerprinting (which will provide us with the background check results) and your drug test.

Once you have placed your order, you will be immediately directed to your profile. Here you will see your background check, drug test and document manager listed on your profile including what is needed for each requirement.

For assistance uploading documents, click the “Need Help?” button on the website. For assistance with the drug test and fingerprints, refer to the instruction sheet provided.

Please use this checklist to assemble the required documents for the RN-BSN program. Additional documents may be required for your practicum setting. Please ensure you communicate with your practicum site for possible additional requirements.

1. _____ **Drug Screen**
2. _____ **Fingerprints**
3. _____ **Access to “Pre-Class Repository” for either Community or Leadership**
4. _____ **Select a practicum site**
Check to see if the practicum site is on the “Affiliation List” (if not, then have the “one-time” permission for practicum area completed and signed on the practicum contract).
5. _____ **Select a preceptor with a minimum of a bachelor’s degree in NURSING and an unencumbered license. This person should be able to give you feedback as a professional during your practicum time.**
6. _____ **Download the “Practicum Contract” from the “Pre-class Repository” (if you do not have access, please contact the nursing office).**
7. _____ **Complete the “Practicum Contract”**
8. _____ **Review the “Practicum Contract” and make sure ALL areas are COMPLETE (names, license, addresses, signatures, dates)**
9. _____ **Ensure the contract is ready to submit on the FIRST DAY OF CLASS.**
10. _____

Performance Standards for Daytona State College School of Nursing

Students admitted to the School of Nursing must be able to meet the Performance Standards for Admission and progression when entering into practicum nursing courses. All students must be able to continually meet performance standards and functional abilities established to ensure that the objectives of the program are met and safe, competent patient care is provided. Students are responsible for letting the School of Nursing know prior to the start of the program if accommodations are required and must work with the Student Disabilities Services in order to receive appropriate disability accommodations.

In order for the student to safely and effectively function in the nursing program, the student must possess the ability to:

1. Perform observations necessary for community assessment and community care.
2. Identify patient safety or health needs (such as beds, IV poles, IV infusion pumps, fire alarms, etc.).
3. Demonstrate the necessary coordination and dexterity to respond promptly to patient situations.
4. Demonstrate the necessary communication skills to interact and communicate effectively with people (i.e. patients, their families, nursing and other allied health staff, peers, and instructors).
5. Plan and implement care for individuals, families, and community members.
6. Demonstrate performance stability.



APPENDIX C

Florida Department of Law Enforcement
Criminal Justice Information Services Division/User Services Bureau

VECHS WAIVER AGREEMENT AND STATEMENT
Volunteer & Employee Criminal History System (VECHS)
for Criminal History Record Checks
under the National Child Protection Act of 1993, as amended,
and Section 943.0542, Florida Statutes

Pursuant to the National Child Protection Act of 1993, as amended, and section 943.0542, Florida Statutes, this form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize Daytona State College (DSC) to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me has previously been requested by:

(Name and Address of Previous Qualified Entity) (Year of Request)

I ___ have OR ___ have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I ___ do OR ___ do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): Employee [] Volunteer [x] Contractor/Vendor []

Signature: _____ Date: _____

Printed Name: _____

Address: _____

Date of Birth: _____

TO BE COMPLETED BY QUALIFIED ENTITY:

Entity Name: Daytona State College

Address: 1200 West International Speedway Blvd., Daytona Beach, FL 32114

Telephone: (386) 506-3189 Fax: (386) 506-3300

FDLE Assigned Qualified Entity Number: V64020008

ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY

APPENDIX D Drug Test and Fingerprint Instructions

Once you have registered on the CastleBranch.com website and created your account, you will see the following screen:

To-Do Lists

! 2 Active To-Do Lists 5 Incomplete/Rejected requirements 0 Overdue requirements

Drug Test 1 requirement
After completing your drug test, please allow 3-5 business days for your results to be uploaded into your account. When your results are available for viewing, a "view results" link will replace the percent complete status bar above. Completed results will be archived to the Drug Test folder in your Document Center.

Florida FDLE Fingerprints - Daon 4 requirements **Status: Incomplete**
Applicant will access our partner website to register to complete their fingerprint scan requirement. Results are returned to the School Administrator to determine Placement Eligibility.

Requirement	Type	Date Due	Status
1. Fingerprinting Instruction Form	File Download with Confirm Receipt		INCOMPLETE

Please download the fingerprinting instruction form. Click the link to download the form and then check the confirmation box. CertifiedProfile 01/24/2013 11:10:07 AM EST

Download File
 Received

SUBMIT

Click on “Drug Test” then click on “Take Your Drug Test” and from here you click on “Download and Print”. NOTE: The form is available to you within 24 hours after you create your Certified Profile. Print and take to Drug Testing Facility.

Click on “Florida FDLE Fingerprints – Daon” then click on “File Download with Confirm Receipt” then click on “Download File”. This information will be used for Daon’s Website.

Click on “Access Daon’s Website” and then click on the web address link. This will take you to the fingerprinting website. Use the download file from above to enter in appropriate information. Create your account and enter in the necessary information.

PROGRAM – VECHS VOLUNTEER ORI – V64020008 REASON – VOLUNTEER

Please note: Payments are billed to CastleBranch.com. You do not pay anything directly to Daon including their facility.

Please print out your confirmation page and bring it with you to your fingerprinting appointment.

After you place your order through CastleBranch, your drug test results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order.

Your order will show as “In Process” until it has been completed in its entirety. Your fingerprint results are sent directly to the school from the Florida Department of Law Enforcement (FDLE).

APPENDIX E

**DAYTONA STATE COLLEGE
STUDENT SUCCESS LABORATORY
REFERRAL FORM**

Course: _____ **Instructor:** _____ **Date:** _____

Student Name: _____

- Mandatory Self-Referral Suggested

Referral is:

Is referred to the Student Success Laboratory for: (check all that apply)

- Course Content Review Test Taking
 Computer Skills Other

Please explain in more detail the reason for student referral:

Time of Referral Visit: Time In: _____ Time Out: _____

The following is a summary of the student session/action plan:

Student Success Laboratory Faculty/Tutor: _____ Date: _____

NAME: _____

STUDENT #: _____

EMAIL: _____

PHONE #: _____

DAYTONA STATE COLLEGE

School of Nursing

RN to BSN Program

ADVISEMENT / GRADUATION CHECKLIST

2020-2021 Catalog

ADMIT DATE: _____

READMIT DATE: _____

3 years must be completed by: _____

Student has previous AA or BA/BS

If yes, College/Institution: _____ Degree conferral date: _____

GENERAL EDUCATION REQUIREMENTS	DATE	GRADE	CORE REQUIREMENTS	DATE	GRADE	PRE-REQ Nursing	PRE-REQ Gen Ed	CO-REQ.
Foreign Language (2 years in high school or two semesters in college of the same language) _____			Critical Approaches to Nursing Theory (NUR3846) A				ENG I, II, SPC2608	DEP 2004
3 Communications Core Introduction to Composition (ENC1101)			Pathophysiology (NUR3125) A				A&P I, & II, MCB1010	CHEM 1025
Writing and Research (ENC1102)			Health Assessment (NUR3065) B			NUR3125 PATHO		Social Science
Oral Communication/ Research/ Presentation Skills (SPC2608)			Legal & Ethical Aspects to Nursing (NUR3826) B			NUR3846 THEORY	PSY 1012	
2 Mathematics Core College Algebra (MAC1105) or college algebra equiv. OR Survey in Mathematics (MGF2106)			Nursing in a Multicultural Society (NUR3655) A			NUR3826 LEGAL	Humanities	Hum/ LIT/ AML
Elementary Statistics (STA2023) (pre-Regs: MAC1105 or MGF2106)			Pharmacology (NUR3145) A			NUR3065 ASSESS	MAC1105 or MGF2106	STA 2023
3 Behavioral & Social Sciences Core Column I Gen Psych (PSY1012)			Health Care Policy & Economics (NUR4837) B			NUR3826 LEGAL		
Column II Developmental Psychology (DEP2004)			Nursing Research & Evidence Based Practice (NUR4169) B			NUR3655 CULTURE		
<input type="checkbox"/> Satisfied Social Science requirement Class # _____ OR Conferred degree _____ *see requirements on reverse			Community Health Nursing w/ Practicum (NUR4636C) A			NUR3145 PHARM		
2 Natural Sciences Core A & P I (BSC1085C)			Leadership & Clinical Decision-Making w/Practicum (NUR4827C) B			NUR4636 COMMUN		
A & P II (BSC1086C)			Nursing License Expiration Date: _____					
Microbiology (MCB1010C)			Clear/Active Yes or No					
Chemistry (CHM1025C) or higher Chemistry (co-Regs: MAT1033 or MGF2106 or higher level math)			120 Credits Yes or No					
2 Humanities/Cultural Global Focus* Column 1 (list on reverse) _____			- Students must have a "C" or better in ALL courses. - Students will not be allowed to proceed in a course if they have not met the co-requisite requirements.					
Column 2 (list on reverse) _____			Notes: _____					
<input type="checkbox"/> Satisfied Cultural Global Focus (specify) Class # _____ OR Conferred degree _____ *see requirements on reverse			Academic Advisor: _____					

In order to meet the General Education Core Curriculum requirements for the **Humanities** core and the **Cultural Global Focus**, students must select **two** courses from the Humanities focus area.

When selecting the TWO courses for the Humanities core requirements, do **ALL** of the following:

1. One of the courses you select needs to be a **Literature** course which starts with AML or LIT which can be from Column 1 or Column 2
2. The second course you select must be a **Humanities/Art** course which starts with ARH, DAN, HUM, MUH, MUL, PHI, REL, or THE. This course can be from either column.
3. You are required to select 1 course from Column 1
4. **Make sure** that one of the courses you select has an **asterisk***, otherwise you will need to take a third course that meets the cultural/global focus

Column 1

Course #	Course Title	# Hrs.
ARH1000	Art Appreciation	3
HUM 2020*	Introduction to Humanities	3
LIT 2000	Literature and Culture	3
MUL1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE1000	Theatre Appreciation	3

Column 2

Course #	Course Title	# Hrs.
AML 2600*	Introduction to African American Literature	3
ARH 2050*	Survey of Art History I	3
ARH 2051*	Survey of Art History II	3
HUM 2230*	Renaissance to Postmodern Humanities	3
LIT 2110*	Masterpieces of World Literature I	3
LIT 2120*	Masterpieces of World Literature II	3
MUL 2380*	Popular Music in America	3
PHI2600	Introduction to Ethics	3
REL 2300*	World Religion	3

In the area of **SOCIAL SCIENCES**, you must choose three (3) courses to satisfy the core requirement; therefore, students must select an additional class. Refer to the College Catalog for list of classes that will satisfy this requirement.

- Students who have an AA degree from a Florida public college or Bachelor's degree from an accredited U.S. institution in another field, automatically are given credit for Associate level general education courses: English I, English II, Speech, Humanities, and Literature.

APPENDIX G

**DAYTONA STATE COLLEGE
SCHOOL OF NURSING
RE-ADMISSION FORM LETTER**

Request for Re-admission

I _____, request re-admission to _____ course _____
(Name) (Course #)

In the RN to BSN which begins _____
(Date)

Specify reason for request (check one)

- _____ Academic failure
- _____ Practicum failure
- _____ Other. (Specify reason)

Risk Assessment Form Accompanies this Application (Risk Assessment Form Appendix K)

Date of leaving _____ Present GPA _____

I meet the criteria for re-admission as stated in the RN to BSN Student Policy Handbook.

Signature _____ Date _____

Student CARS I.D. # _____

Address _____
Street City Zip

Phone Number _____

Alternate Contact Number _____

**APPENDIX H
DAYTONA STATE COLLEGE-RN TO BSN
STUDENT RISK ASSESSMENT**

Student Name: _____ **Student ID Number:** _____ **Date:** _____

Students: In an effort to consistently evaluate our program we respectfully ask that you complete the following student section so that we may assist you in your successful completion of the RN to BS in Nursing Program at Daytona State College.
Thank you for your time and effort.

<p>Student Section: Primary Language: English_____ or Other Language_____</p> <p>Please answer the following questions.</p> <ol style="list-style-type: none"> 1. Are there any personal responsibilities that would interfere with your studies? Yes_____ No_____ 2. Employment: Not employed_____ Part Time_____hrs./week Full Time_____ Hrs./week _____ 3. Have you completed all your pre and/or co-requisites for the RN to BSN? Yes_____ No_____ 4. Other, please explain: _____ 	<p>Faculty Section: Course faculties please complete.</p> <p>Anticipated date of graduation: _____ Course Number _____ Faculty _____ Semester _____</p> <p>Initial attempt: Yes_____ No_____ If no please include previous attempt date: _____</p> <p>Referrals to Student Success Lab Faculty Yes_____ No_____ If yes record number of referrals _____ and Reasons for referrals: _____ _____</p> <p>Practicum warnings or probation. Yes_____ No_____. If yes, please record the number and the reasons? Number_____ Reason: _____ _____</p> <p>Final Grade: _____</p> <p>If the student has been unsuccessful provide a brief Explanation/assessment of the reason for the failure from your perspective.</p>
--	---

APPENDIX I

**DAYTONA STATE COLLEGE
SCHOOL OF NURSING
SCHOLARSHIP RECOMMENDATION FORM**

Applicant's Name (please print)

(Applicant CARS I.D. #)

The above named candidate has applied to Daytona State College for a scholarship. Your confidential evaluation of this individual in regard to the items listed will be appreciated.

RELEASE AUTHORIZATION

I understand in the event my application is accepted for consideration of scholarship that I, as consideration for such application review and processing authorizes an investigation of all statements contained in the application. I also hereby release any and all person, companies or agencies responding to such investigation from any damage due to releasing information they may have regarding me.

Applicant Signature

Date

Please rate applicant in following areas:

	Excellent	Good	Average	Fair	Poor
Sensitivity to the needs of others					
Quality of work					
Ability to make decisions					
Judgment					
Ability to cope with stress					
Organizational ability					
Effectiveness in leadership					
Dependability/Reliability					
Honesty/Integrity					
Courtesy and tact					
Relationship with co-workers					
Attitude toward supervision/direction					
Appropriate appearance					
Attendance					

Comments:

Relationship to Applicant:

- Employer/Supervisor
- Professional Associate

- Faculty/Instructor
- Community Agency

Signature: _____

Title: _____

Organization: _____

Date: _____

APPENDIX J

**DAYTONA STATE COLLEGE
ACADEMIC INTEGRITY CODE WARNING FORM**

Date: _____ Semester: _____ Year: _____

Instructor's name: _____

Student's name: _____ Student CARS I.D. # _____

Course prefix and number: _____ Section #: _____

Check all relevant descriptions of the infringement:

- _____ Previous warning(s) on file
- _____ Undocumented paraphrasing
- _____ Undocumented quoting
- _____ Paraphrasing too similar to original source
- _____ Submitted another student's paper
- _____ Submitted a purchased paper
- _____ Used a crib sheet on an exam
- _____ Copied another student's answers on an exam
- _____ Had illegal access to an exam
- _____ Conspiracy
- _____ Other, describe briefly:

Academic action(s) taken:

_____ Conference with student; Date: _____

_____ Grade of F given on paper or exam

_____ Student allowed to rewrite paper or retake exam. Briefly explain:

_____ F grade assigned for the course. Briefly explain

_____ Disciplinary action recommended; student will be called before the disciplinary committee. Briefly explain:

Signatures:

Student

Instructor

School of Nursing Chairperson/Supervisor

APPENDIX K
DAYTONA STATE COLLEGE
School of Nursing
RN-BSN Counseling/Warning/Probation/Referral Form

Course: NUR _____ **Faculty:** _____

Student Name: _____ **Student ID#:** _____

Counseling/Warning

Your average for course _____, which is below a passing score for the work is _____ class.

Tutoring and remediation assistance are available through the online Librarian, the Academic Support Center, Daytona Campus, Bldg. 500, Rm. 124, and the Student Success Lab Coordinators on the Daytona Campus, Bldg. 320, R. 328, Office 325, Phone 386-506-3730 and/or Rm. 236, Phone 386-506-3338.

Course faculty are also available for assistance. Students are expected to self-refer to available resources.

Practicum Warning

You have been unable to demonstrate satisfactory performance and progress in meeting practicum performance

Requirements and will be placed on practicum probation if unable to correct deficiencies by: _____

Deficiencies identified by practicum preceptor or faculty coordinator:

PROBATION

Description of the performance which indicates failure to make satisfactory progress in the practicum and requirements for removal of probation status:

Date when probation requirements must be met to avoid _____
unsatisfactory in practicum

Date of student/instructor probation _____
notification conference

Student: I have read and understand the probation status and the requirements for removal of said status. I understand that if I fail to meet the requirements for removal of probation by the designated date, I will be evaluated as unsatisfactory for the practicum experience.

Dropping a Nursing Course

Should you decide for any reason to drop a nursing course, you must notify your instructor and follow the withdrawal procedure outlined in the student handbook. It is your responsibility to request readmission. I have read, understand, and received a copy of this document.

Student Signature

Date

Faculty Signature

Date

